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## ASSISTANT INSPECTOR APPROVAL

# IR A-12

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Reference: California Building Standards Administrative Code (Title 24, Part 1)  
Sections 4-211, 4-333, & 4-341  
California Education Code, Sections 17309, 17311 & 81141

issued 06-01-06  
See IR A-7

This Interpretation of Regulation (IR) is intended for use by the Division of the State Architect (DSA) staff, and as a resource for design professionals, to promote more uniform statewide criteria for plan review and construction inspection of projects within the jurisdiction of DSA, which include State of California public elementary and secondary schools (grades K-12), community colleges, and state-owned or state-leased essential services buildings. This IR indicates an acceptable method for achieving compliance with applicable codes and regulations, although other methods proposed by design professionals may be considered by DSA.

This IR is reviewed on a regular basis and is subject to revision at any time. Please check the DSA web site for currently effective IR's. Only IR's listed in the document at <http://www.dsa.dgs.ca.gov/Publications/default.htm> (click on "DSA Interpretations of Regulations Manual") at the time of plan submittal to DSA are considered applicable.

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**Purpose:** This IR describes the requirements for the acceptance and approval of assistant inspectors. All assistant inspectors must complete a two-step process of (1) certification (or acceptance) and (2) approval by DSA before they are permitted to work on school construction projects.

[IR A-7](#) explains the requirements for DSA certification and approval of project inspectors. **IR A-12** specifies requirements for acceptance and approval of assistant inspectors.

**Background:** There are three types of inspectors who may perform code-required inspections on school construction projects:

- **Project Inspector** - is responsible for ensuring that all code-prescribed inspection and administrative duties are completed, including supervision of assistant inspectors and monitoring of special inspectors. The class 1 project inspector may utilize one or more assistant inspector(s) to assist in performing inspection and administrative duties on a project.
- **Assistant Inspector** - may be utilized, or may be required, to assist a Class 1 project inspector. Assistant inspectors provide inspection and administrative assistance to the project inspector on a project. An assistant inspector may either be qualified by obtaining DSA Certification as a project inspector, or by acceptance into the DSA "assistant inspector program." Qualified assistants must be approved by DSA for each project as explained in Section 3.3 and 3.4 below.
- **Special Inspector** - a specially qualified person utilized, where required by code, to inspect specific aspects of the work, such as structural steel welding or masonry construction.

**1. Utilization of Assistant Inspectors:** On larger, more complex, or fast-paced projects the necessity to utilize assistant inspector(s) must be assessed. For example, the need for an assistant inspector should be discussed with the DSA field engineer when construction cost exceeds \$15,000,000. DSA's approval of the project inspector may be contingent upon adequate provision for assistant inspector(s).

The scope of all construction work that the assistant will inspect and any other code-prescribed duties that the assistant will perform must be described on [Form DSA-5A](#).

**2. Requirements for the Use of an Assistant Inspector:** DSA has established the following requirements for the qualification, approval, and use of any assistant inspector on a public school construction project.

- 2.1** Only DSA-Certified Class 1 project inspectors may utilize assistant inspectors.
- 2.2** A project inspector may not utilize more than three assistant inspectors simultaneously without the express written approval of DSA.
- 2.3** The project inspector must provide continuous on-site supervision of all assistant inspectors. The project inspector shall not assign the assistant inspector to inspect work at a project site when the project inspector will not be present unless special written DSA approval is obtained in advance.
- 2.4** Upon request, the project inspector must submit a written plan indicating the project inspector's proposed presence at all concurrent projects. The plan must provide for continuous on-site supervision of all assistant inspectors.
- 2.5** Both the project and assistant inspector must keep a log of time spent on-site, and must indicate this information on each semi-monthly report.
- 2.6** As of August 1, 2008 all assistant inspectors will need to be qualified by DSA Certification as a project inspector, at least Class 4. Until July 31, 2008, individuals listed as "[DSA Accepted Assistant Inspectors](#)," on DSA's website may also be considered for approval. On July 31, 2008 the DSA Accepted Assistant Inspector list will be removed from the website and individuals on the list who still lack project inspector certification will no longer be eligible for approval by DSA as assistant inspectors.
- 2.7** Once accepted or certified, assistant inspectors must be approved by the appropriate DSA Regional Office for each project on which the assistant inspector works.

### **3. Qualification and Approval of an Assistant Inspector – A Two-Step Process**

- *Acceptance* into the Assistant Inspector Program (until July 31, 2008), or alternatively, DSA Certification as a project inspector, Class 1, 2, 3 or 4, is the first step in becoming an assistant inspector. This step occurs only once.
- *Approval* is the second step. This step occurs for each construction project. DSA Approval of an assistant inspector must be obtained from the appropriate DSA Regional Office before the assistant inspector can work on a project.

#### **3.1 Acceptance of the Inspector into the Assistant Inspector Program (This program will terminate on July 31, 2008)**

The assistant inspector candidate must complete and submit the [Application for Assistant Inspector Program](#) (posted on the DSA web site at [www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov), click on "Inspector Program" and then find the Assistant Inspector Information & Application Package). Submit to DSA Headquarters, along with an application fee of \$110 (non-refundable) to cover DSA's administrative expenses. The applicant will be notified by mail of acceptance into the program, or will be notified of requirements that must be addressed in order to be accepted. No refund of the application fee can be made.

Upon acceptance into the program, the assistant inspector's name, expiration date, county of residence, and phone number will be posted on the DSA web site at [www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov), click on "Inspector Program." Acceptance of an inspector into the Assistant Inspector

Program will expire two years from the date of acceptance or on July 31, 2008 **whichever comes first**. Upon becoming DSA certified as a Class 1, 2, 3, or 4 Project Inspector, the inspector's listing in the Assistant Inspector Program is terminated.

### **3.2 Criteria for acceptance into the DSA Assistant Inspector Program:**

- 3.2.1** Minimum three years experience in building construction or inspection, which may consist of work experience in one or more construction trades or types of inspection (must be structural, electrical, mechanical, or plumbing work).
- 3.2.2** The written recommendation of two design professionals (any California-licensed architect and/or registered structural engineer) on the DSA Application for Assistant Inspector Program.

### **3.3 Approval of the Assistant Inspector for a Project**

An assistant inspector must be approved by DSA for each specific project. An Assistant Inspector Qualification Record (Form DSA-5A) must be submitted to the appropriate DSA Regional Office for approval at least 10 working days prior to use of the assistant inspector on the project.

The design professional in general responsible charge is advised to consult the DSA field engineer prior to submittal of the Form DSA-5A to DSA, in order to verify that the assistant inspector meets the criteria for approval by DSA.

### **3.4 Criteria for DSA Approval of an Assistant Inspector**

An assistant inspector must:

- 3.4.1** Be DSA Certified as a project inspector, Class 1, 2, 3 or 4 or (until July 31, 2008) be accepted in the DSA Assistant Inspector Program,
- 3.4.2** Have work experience in inspection or construction (refer to [IR A-7](#), Section 2, item 2) with the trades that the assistant inspector will be inspecting,
- 3.4.3** Demonstrate that his or her current workload and time commitment to the project are acceptable (refer to [IR A-7](#), Section 2, item 3),
- 3.4.4** Have satisfactory DSA performance ratings on previous school construction projects (refer to DSA [IR A-8](#)), and
- 3.4.5** Be employed by directly by the school district.

## **4. Project and Assistant Inspectors' Responsibilities**

A project inspector is responsible for ensuring that all code-prescribed inspection and administrative duties are completed per [IR A-7](#) and [IR A-8](#). The assistant inspector is responsible for performing assigned inspections in a similar manner.

When a project inspector utilizes an assistant inspector on a project, the following additional reporting requirements must be fulfilled:

- 4.1** Prior to the start of construction, the project inspector must complete the DSA [Start of Project Report](#) (posted on the DSA web site ([www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov)), click on "Forms"). Both the project inspector and assistant inspector must sign the report.

- 4.2 The project inspector and assistant inspector must both sign each semi-monthly report.
- 4.3 At the conclusion of the project, the project inspector must complete the DSA [Close of Project Report](#) (posted on the DSA web site ([www.dsa.dgs.ca.gov](http://www.dsa.dgs.ca.gov), click on "Forms"). The project inspector and assistant inspector both must sign the report.

## 5. Inspector Performance Rating

The DSA field engineer observes the project inspector's and assistant inspector's performance of code-prescribed duties during the course of construction, including the project inspector's monitoring of the assistant inspector's performance (IR A-8, Section 1, item 7).

The DSA field engineer completes an *Inspector's Performance Rating* for the project inspector and for the assistant inspector at the final site visit (refer to IR A-8, Section 2). The performance rating is used by DSA as a basis for approval of the project inspector and the assistant inspector on future projects.